

Office of Public Instruction, PO Box 202501, Helena, MT 59620
Personnel Office: 1227 Eleventh Avenue, (406) 444-2673
INTERNAL/EXTERNAL JOB VACANCY ANNOUNCEMENT

JOB TITLE: IDEA Part B Program Manager
ANNUAL SALARY: \$ 40,280 Minimum
BAND 6
STATUS: Permanent/Full-time
CLOSING DEADLINE: May 21, 2008
APPLICATION SUPPLEMENT REQUIRED: Yes

POSITION NUMBER: 351-00058
DIVISION: Special Education
LOCATION OF JOB: 1300 11th Avenue, Helena, MT 59601
BARGAINING UNIT: MPEA
START DATE: To be determined

APPLICANTS: An electronic copy of the State of Montana Employment Application may be obtained from <http://www.mt.gov/statejobs/application.asp>.

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PLEASE POST: The Office of Public Instruction (OPI) is recruiting for an IDEA Part B Program Manager in the Division of Special Education. Applicants may apply by completing a State Application Form and application supplement. If accommodation for disability is needed during the application or examination process, contact the recruiter identified or OPI Personnel Office at (406) 444-2673.

OVERVIEW: The Division of Special Education is responsible for the overall supervision and coordination of special education services to approximately 19,000 Montana children with disabilities. This supervision includes ultimate responsibility for all of the general supervision requirements under the Individuals with Disabilities Education Act (IDEA); policies and procedures necessary for distribution of substantial (over \$130 million biennial) state and federal special education dollars, the authority to impose sanctions, including the withholding of funds. Under federal law, it is the state's supervisory responsibility to guarantee that each and every child with disabilities, ages 3 through 18, inclusive, residing in the state and enrolled in a public school, state-operated or state-supported school receives a free and appropriate public education.

GENERAL DESCRIPTION: This position exercises leadership and management of the IDEA grant program through development of policy and procedures and management and oversight of the distribution of federal funds for special education; designing and ensuring the implementation of procedures for determination of maintenance of fiscal effort; establishing policies and implementation of procedures for hearings related to the withholding or repayment of federal funds for failure to meet fiscal and compliance requirements under IDEA; design, oversight and approval of applications for receipt of federal funds; management and completion of the State Performance Plan, Annual Performance Report; development of technical assistance materials and provision of training to ensure applicants for federal special education funds have the information necessary to meet all of the requirements under IDEA; and serves as the

Division's liaison with the U.S. Department of Education on issues related to the State Performance Plan, Annual Performance Report and use of IDEA funds. This position works closely with school districts, other state agencies, state-operated programs and state and national organizations involved with the provision of services to students with disabilities.

QUALIFICATIONS: Master's degree in special education or related services and experience in management and administration of federal special education funds; In-depth knowledge of fiscal and program requirements under the Individuals with Disabilities Act, including State Performance and Annual Performance Plan reporting and school improvement activities; Demonstrated performance in building effective working relationships with employees, other agencies and the public and ability to work cooperatively and to meet required deadlines.

Excellent verbal and written communication skills, including the ability to understand and translate complex requirements and policy issues, facilitate meetings and make effective presentations. Skills in MS Word, Outlook and other office software and technology.

APPLICATION AND SELECTION PROCESS:

Procedures to be used in evaluating an applicant's qualifications may include, but not limited to, the Montana state application form, an application supplement, a structured oral interview, work simulation and reference checks.

All applicants who have claimed handicap or Veterans Preference must provide verification of eligibility at the time of the application process.

In accordance with the Montana Compliance with Military Selective Service Act, any newly hired must have produced, prior to the start date, documentation showing compliance with the Federal Military Selective Service Act.

The Office of Public Instruction is an equal opportunity employer. Inquiries about this position may be made to the Personnel Office of the Office of Public Instruction at 444-2673.

IDEA Part B Program Manager
PN#351-00058
Supplemental Questions

This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Responses should be clear and concise and specifically address each supplemental question. Please type and number your responses for each of the questions.

Do not substitute a resume or any other material for your responses. The combination of information on the employment application and this supplement will be used to evaluate how each applicant meets the requirements for this position and who will be interviewed. Your written communication skills will also be appraised. Your responses to these questions will be evaluated on their own merit, without referring to the rest of your application. If the supplemental questions ask about your experience, please provide the information requested even if it duplicates what you've provided in your application.

Please limit your response to no more than two pages per question, typed and single-spaced. Please put your name and the position for which you are applying at the top of each page. **Your responses to the Application Supplement MUST BE COMPLETED and returned with your Montana State Application form in order for your application to be considered.**

SUPPLEMENTAL QUESTIONS

1. Describe your education and/or work experience that is most closely related to this position. Be specific about the type of work you performed, your training, and your level of responsibilities.
2. Describe your roles and level of responsibilities for the development and provision of technical assistance and training activities, including the development of technical assistance documents related to the implementation of grant programs.
3. Describe your experience, as well as your role(s) and responsibilities, in understanding, interpreting, and implementing regulations under IDEA and State Administrative Rules for special education.
4. Identify your experience in budgeting and management of funds.